

# **WISCONSIN WORKS (W-2) CONTRACT AND IMPLEMENTATION COMMITTEE**

201 E. Washington Avenue, GEF 1, Room D203  
Madison, WI

**Friday, August 17, 2001**

10:00 AM - 2:00 PM

## ***MINUTES***

The W-2 Contract and Implementation Committee is the single point of contact for feedback to the Department of Workforce Development on policy implementation related to W-2 agencies, and includes representation from the Wisconsin County Human Service Association (WCHSA), Urban Caucus counties, W-2 private agencies in Milwaukee County and the balance of state, and Tribal W-2 agencies.

### **COMMITTEE:**

#### **Members (Present = X)**

X	Eric Baker.....	DWS/AO
	William B. Adams.....	Racine County
	Jon Angeli .....	Southwest Consortium
X	Phyllis A. Bermingham.....	Marathon County
X	Doris Green.....	OIC
	Tina Koehn.....	UMOS
X	Teresa Pierce.....	Workforce Connections, Inc
	Laverne Plucinski.....	Bad River Chippewa
	Jewel Reichert.....	Fond du Lac County
	Adelene Robinson.....	Kenosha County
X	Shirley Ross.....	La Crosse County
X	Liz Green.....	Dane County
	Jerry Stepaniak .....	MAXIMUS
	Julia Taylor.....	YW Works
X	Glynis Underwood.....	ESI
X	Michael Van Dyke .....	Door County

#### **Alternates (Present = X)**

	Jan Alft.....	Marathon County
	Linda Brandenburg .....	ESI
X	Marcia Christiansen .....	Forward Services Corp.
X	Cheryl Cobb .....	UMOS
	Mona Garland .....	OIC
X	Deb Hughes.....	Southwest Consortium
X	Edward Kamin III .....	Kenosha County
	Richard L. Kammerud.....	Polk County
X	James Krivsky.....	Racine County
X	Barbara Metoxen .....	Oneida Nation
	Tom Miller .....	La Crosse County
X	Rita Renner.....	YW Works
	Chris Schmitz.....	Fond du Lac County

### **State Staff**

Gerry Mayhew, DWS/BPS

### **Attendees:**

Dianne Reynolds, DWS/BWP  
Erin Fath, DOA/SBO  
Nancy Bryan, DWD/BWP  
Shawn Smith (+1), DWS/AO  
Ceri Jenkins, DWS/BWP  
Jude Morse, DWS/BPS  
Mary Rowin, DWS/AO  
Jim Bates, DWD/ASD/Budget  
Paul Saeman, DWD/BWI

Mark Mansfield, DWD/ASD/Budget

Victoria Carreon, LFB

Christine Williams,

Roger Kautz, DWS/BPS

Nancy Buckwalter, DWS/BPS

Ginevra Ewers, DWS/BDS

Kelly Bablitch, Legislative Aid

Barb Berlin, DWS/BPS

Lee Mutchler, DWD/ASD/Budget

### **Guests:**

Lisa Omen, Forward Service Corp.  
Jane Batha, Curtis & Asso.  
Bill McFadden, MAXIMUS  
Neil Naftzger, YW Works  
Jim Nitz, Kaiser Group  
Judy Steinbicar, RCHSD

Shirley Kitchen, Dodge Co. DHS

Adrienne Keith, Center for Public Representation

John Wilberding, MAXIMUS

Kaye Krenzke, ESI

Jane Alhlstrom, AFSCME Council 11

**Recorder:** Jayne Wanless, W-2 Contract & Implementation Committee Coordinator

### **Welcome**

Eric Baker polled the committee members regarding their interest in moving the Community Reinvestment agenda item to be discussed first. The committee agreed to the altered agenda.

**Minutes Approval**

Mr. Krivsky suggested revisions to the draft minutes. A motion was made by Ms. Pierce to approve the revised July meeting minutes and seconded by Mr. Krivsky. Motion carried.

**Issue/Discussion: Community Reinvestment Budget Action & Contingency Fund, Ginevra Ewers, DWS/BDS**

The Community Reinvestment (CR) subcommittee met twice. At the second meeting the group learned that uncertainty existed about whether it would be possible to fully fund the CR contracts till the end of the year. The committee came up with possible options outlined on a handout. \$29.5 million, or 35% of the original contract could no longer be available.

Mr. Mansfield from the Administrative Services Division, commented that the \$20.8 million reflected an estimate of how much would be spent in the final six months of the contract. Typically, appropriations are made based on estimates of when payments will be made and the slow pace of spending under these contracts accounted for a legislative decision to assume there would be at least \$12.7 million in underspending. Also, all TANF programs are inter-related, and some other changes during the legislative process potentially makes the \$20.8 million figure more restraining than originally proposed by the Department. Discussions with the CR subcommittee, and this C&I meeting came in the midst of ongoing discussions with the Fiscal Bureau, DOA, and internal department discussions about the implications of the just-passed budget. The department's taking a proactive approach incase the worse case scenario comes to light.

Ms. Ewers led the group through the hand out that outlined the considerations and options. Options discussed by the sub-committee include:

- 1) Apply an across-the-board reduction of a specific percentage of CR contracts, regardless of how much has been spent of the CR contract.
- 2) Implement an immediate cut-off of all CR expenditures.
- 3) Determine how much of the CR funds were spent or encumbered by June 30, 2001.
- 4) Determine if flexibility between the W-2 Contracts and CR contracts can be provided for certain expenditures.
- 5) Determine if under-spending in other TANF programs could be used to cover the reduction.
- 6) Conduct a survey of agencies to determine how much under-spending is projected by the agency and whether commitments are hard or soft. To the extent that an agency has under-spending that exceeds their proportionate share based on an across the board cut, use those additional amounts to reduce the amount of the across the board reduction for all agencies.
- 7) Determine how to handle CR funds earned by Employment Solutions Incorporated (ESI). Committee members recommended that those funds be subject to the same adjustments as other CR contracts. Specific budget language will also have to be considered.
- 8) Use funds identified for 2000-2001 performance bonuses to cover the reduction in CR funding.
- 9) Authorize agencies to stop paying Custodial Parent of an Infant (CMC) cases benefits (would not be allowed under current program rules).

The committee questioned the legality of the options. Ms. Ewers said they are looking at all solutions. Currently 2 agencies have spent all their CR funds, others have spent around 60% and 3 agencies have spent no CR funds totaling \$300,000.

Mr. Kamin suggested the department pursue funds by approaching the Joint Finance Committee and the Governor. Mr. Mansfield said some money hasn't been appropriated; DWD can ask but can't predict whether we will obtain additional funds. Committee members stated they never knew that the state could deobligate funds because they are not being spent fast enough. Mr. Nitz commented the department needs to aggressively go after additional funds to meet contract obligations. Ms. Ross said she wishes that agencies knew this could happen so agencies could be proactive. Mr. Nitz said the only option seems to be to stop spending CR immediately. Mr. Nitz questioned how DWD would present this to the public; he does not want agencies to be blamed for mismanaging funds. Members commented that the validity of contracting with the state would be called into question because of this situation.

Mr. Baker said a decision would be made early next week on action to take and the department will look into additional funds.

**Issue/Discussion: Monthly 24-Month Extension Report, Barb Berlin, DWS/BPS**

Fifteen 60-month extension requests have been approved; all 15 are from Milwaukee. Regional Offices are processing all the extension requests and tracking cases that don't request an extension, working closely with Dianne Reynolds' section. One of the performance standards for the 2002-2003 contracts revolves around timely extension requests; the regional office will provide technical assistance to agencies having trouble meeting this standard.

**Issue/Discussion: Monthly CARES Update Report, Christine Williams, DWS/BWP**

The drug felon policy will be implemented in CARES on August 24, 2001 for Food Stamps and W-2. The Food Stamps annual change is scheduled for September 7<sup>th</sup> and 8<sup>th</sup>. MAPP and Caretaker Supplements have a new target date of January 25, 2002, which causes a freeze in CARES for further implementation till the end of January 2002.

**Issue/Discussion: Monthly Training Update Report, Gerry Mayhew, DWS/BPS/Training Section**

In August the trainers had a statewide meeting joined by 30 trainers from Minnesota. There is a joint effort to partner with Minnesota to write both Food Stamps and Child Support training. In the future, DWD training staff may look at other topic areas to work with Minnesota trainers.

A trainer in Green Bay is coordinating a Workforce Investment Act (WIA) training on the subject areas of confidentiality, reporting case comments and civil rights. She is pulling together information and curriculum created for the IM and New Worker training. This may become a permanent part of WIA training.

Mr. Kamin complimented Ms. Mayhew and her staff on the revised New Worker Training. Mr. Kamin asked that agencies be able to request slots at the beginning of the year for advance case management training to accommodate agencies' schedules and budgets. Ms. Mayhew responded that the training unit is looking at marketing strategies.

The first New Worker training in Milwaukee was recently completed. The trainers received positive feedback from the class except the class expressed that it was difficult to complete the pre-study material. Ms. Mayhew said the class participants thought they should know the information not just review it before class. The Training section is looking at the scheduling time frames.

**Issue/Discussion: Biennial Budget Update, Shawn Smith, DWS/AO**

The Governor is expected to sign the budget by August 30<sup>th</sup>. Ms. Smith provided updates to the budget process including that a TANF grant for \$150,000 to after school programs was adopted and Workforce Attachment and Advancement (WAA) funding was put back into the budget but there is no authority to spend the funds from January through June 2002. The department is looking at ways to bridge this time gap. Ceri Jenkins added that the department is deciding whether to extend the current WAA contracts.

Ms. Smith provided a web address that breaks out amount of claimed Earned Income Tax Credit (EITC) by county. The information can be found at <http://www.dor.state.wi.us/ra/eitc00.html>. The web site only has 1999 figures. For current EITC amounts contact Dennis Collier at 608-266-5073. Not all EITC is TANF money; the estimate is that 80.7% are TANF eligible. This percentage is statewide and may vary county by county.

Ms. Smith announced that she is 35 weeks pregnant and will be here for one more meeting before leaving on maternity leave.

**Issue/Discussion: TANF Reauthorization Update, Shawn Smith, DWS/AO**

The Milwaukee TANF conference looks like it's a working meeting so it is not open to everyone. A General Accounting Office (GAO) report describes States supplanting with TANF includes complexity of funding and the surplus of unspent funds. Ms. Smith described this as a pretty fair report.

GAO inquired about WELPAN expenditure numbers from the department to look at methodology and replicate it in other states in the area of workload versus caseload. The department hopes this leads to understanding on the part of Congress.

Wade Horne has been named Assistant Secretary for the Department of Health and Human Services/ Administration for Children and Families (ACF).

Ms. Smith summarized new legislation including:

- a TANF education and training bill, allowing up to 24 months of vocational educational training to be counted as work activity under TANF.
- an Act to Leave No Child Behind, includes poverty reduction initiatives, allows participants to earn months of eligibility back, and provisions on caseworker training and development.
- a Safe-Havens Support Act includes an infant safe haven program to relinquish parental rights without being charged with abandonment.

More information can be found at [http://www.welfareinfo.org/tanf\\_reauthorization.htm](http://www.welfareinfo.org/tanf_reauthorization.htm).

#### **Issue/Discussion: Subcommittee on Membership and Functions, Deb Hughes**

A handout outlined committee membership. Ms. Hughes stated that current membership ends December 31<sup>st</sup>, 2001 at the same point the current contract ends. Each agency gets one vote. Mr. Baker has communicated information through Cheryl Cobb to the members and will continue to use this route since it works well.

Volunteers are needed for Advisory Panel workgroups from the balance of state on the topic areas of CARES payment cycle and FSET. Jane Batha, Curtis and Associates volunteered for the CARES workgroup and Marcia Christiansen, Forward Service Corporation volunteered a member of her staff for the FSET workgroup.

#### **Issue/Discussion: Next Contract Update, Jude Morse, BPS**

The Balance of State RFPs were due Monday, August 13<sup>th</sup>, 2001 and Milwaukee plans are due Monday, August 21<sup>st</sup>, 2001. Reviewers are currently evaluating the balance of state with a notice to contract issued on September 12<sup>th</sup>, 2001. Milwaukee notice to contracts will be issued on September 14<sup>th</sup>, 2001.

#### **Issue/Discussion: Report of Sanctions Subcommittee, Jude Morse, DWS/BPS, et. al.**

The Sanction Subcommittee met 3 times and came up with options that are outlined in the handout that was sent to members ahead of time. There are 3 different variables when deciding on the option. They are:

- Dollar History or Caseload History.
- Most recent 6 month history or history starting from January 2000.
- Include the agencies with the minimum contract amount or exclude the smallest agencies.

The members received a chart estimating the effect the variables have on each agency. The committee discussed the options and chose to vote to express the committees' opinion.

Mr. Kamin made a motion to vote that was seconded by Mr. Krivsky and passed.

- The first action to vote on actual dollar amount history versus historical caseload. Fourteen voting members were present; 8 voted for dollar history and 6 voted for historical caseload.
- The second action was on the time period the historical sanction amounts would be based on the most recent 6 months or from January 2000. The committee voted 10 for January 2000 with 4 members abstaining.
- The third item was to include all the agencies or exclude the smallest agencies receiving the minimum contract amount. Ten committee members voted to exclude the smallest agencies and 4 members abstained.

The vote supported going with dollar history taken from January 2000 excluding the smallest agencies. Mr. Baker announced that the department would go with the committee's recommendation.

#### **Issue/Discussion: Limited English Proficiency Issues Update, Mary Rowin**

Ms. Rowin announced a conference call is scheduled next week between DWD and DHFS to discuss the MOU. At the next meeting there will be an update on this topic. Ann Smith accepted a new job so it might cause a bit of a delay in this process.

**Issue/ Discussion: Confidential Information, Gerry Mayhew, DWS/BPS**

A handout was given to committee members clarifying an issue on confidentiality brought up at last months meeting. Ms. Mayhew said tools could be developed to address this issue.

**Issue/Discussion: Funding Issues, Eric Baker, Administrator**

Seventeen percent of the total caseload is Custodial Parent of an Infant cases (CMC). Mr. Baker stated that the original intent was not to have this much funding going towards the CMC population. The department is interested in looking at how CMC participants are referred to the program and whether it's from employers who do not cover maternity leave. After the 12 weeks, 40% don't continue with any W-2 service while 35% enter a W-2 payment tier and 25% receive case management services. The committee members requested the department look at the delivery system because CMCs cannot be sanctioned so it is an entitlement that an agency must fund without any control on the amount. Ms. Hughes recommended a set-aside fund for this population or require participation.

**Issue/Discussion: Performance Standards Paul Saeman DWS/BWI**

Mr. Saeman said a JAD (Joint Application Design) Session on the new assessment screens is being planned for the next 2-3 weeks. Members may provide input to Jane Kahl by email: [kahlja@dwd.state.wi.us](mailto:kahlja@dwd.state.wi.us), or phone: 608-266-7003 by August 24, 2001. Mr. Saeman asked for 4 volunteers to attend the JAD session. Dane, Maximus, YW Works and Forward Service Corporation volunteered to attend the sessions.

Mr. Saeman is looking at potential vendors for the customer satisfaction survey and planning a statewide symposium on performance standards in November

**Issue/Discussion: G\*Stars Demonstration, Mark Wurl, DWS/BWP**

This item was postponed.

**Issue/Discussion: Best Practices Discussion**

There was no discussion in this area.

**Issue/Discussion: OTHER**

A handout explaining details on an Emergency Assistance database was provided. There will be a JAD session to develop a statewide Emergency Assistance Tracking system. Members with any questions or concerns please contact Steve Dow.

Ms. Renner asked for an update on the next meeting on plans to do random moment time study.

Ms. Metoxen reported a fact-finding decision that was overturned on appeal regarding a person acting as a parent on a Child Care case. It was overturned because the word parent is not plural in an administrator's memo. Ms. Metoxen questioned how to handle cases in the future and reports she is getting mixed messages from the Office of Child Care. Mr. Baker said this issue would be addressed at the next meeting.

Mr. Van Dyke volunteered to host the October C&I meeting in Door County. The committee members and staff agreed that would be a lovely change of scenery for the October meeting and will discuss it at the next meeting.

**NEXT MEETING DATE:**       **September 21, 2001**  
                                      **10:00 a.m. – 2:00 p.m.**  
                                      **201 East Washington Ave.**  
                                      **GEF 1, Room D203**  
                                      **Madison**